

Oct 25, 1962

**MEMORANDUM FOR: Heads of Departments and Agencies Having
Nonmilitary Defense Responsibilities**

The purpose of this memorandum is to provide or confirm general guidance with respect to the actions which each Federal Department and Agency should take if there is a further worsening of the present situation.

On September 13, 1962, I issued Office of Emergency Planning Circular 9410.1, subject "Interim System for Response to Warning." Each Department and Agency head should be considering now those actions which would be required if a DEFCON 2 or a DEFCON 1 should be declared.

Where they have not already been initiated or taken, all Departments and Agencies should take the following steps:

1. Substantive Plans

You should review those plans which have been prepared or are being prepared by your agency in the areas covered by your Executive Order assignments or by other emergency planning responsibilities which you have. You should also analyze those actions which are necessary to make the plan effective, with particular reference to authority, organization, assignments of personnel, and other matters.

Special attention should be given to Plans C and D-Minus, the draft Presidential Emergency Action documents in which your Department or Agency is an action addressee, and necessary implementing documents for those plans.

2. Relocation

Members of my staff have been in touch with your staff member, who is assigned emergency planning responsibilities, with regard to planning for the movement of small cadres to relocation sites.

SECRET

DECLASSIFIED

U.S. Government (EX-78-606)
BY: MLM NARS DATE: 3/22/79

2

SECRET

If developments require. In your planning you should consider the numbers of staff shown on the attached list for any movement which might be ordered by this Office prior to DEFCON 2. These have been increased to a minimum of three.

Ideally, the cadre for the Classified Location should include one person in the line of succession. The cadre for the Department's or the Agency's own relocation site should also include one person in the line of succession, preferably senior to the person assigned to the Classified Location.

We note that most Departments and Agencies plan partial relocation at the time of receipt of DEFCON 2. You should await specific instructions from this Office before relocation prior to DEFCON 2.

3. Plans C and D-Minus

Although the entire range of emergency plans is being reviewed and revised, the current Plan C and Plan D-Minus, as used in Exercise SPADE FORK, are the approved plans until further notice.

4. Care of Dependents

It should be made clear to all employees who may be required to move to relocation sites that provision for their dependents is the employee's responsibility. There are no provisions for the care of dependents at relocation sites. Each employee should assure that members of his family are informed regarding civil defense measures and the specific preparations which they should make.

5. Reports

Please submit a brief report as of the close of business, October 26, with regard to the following:

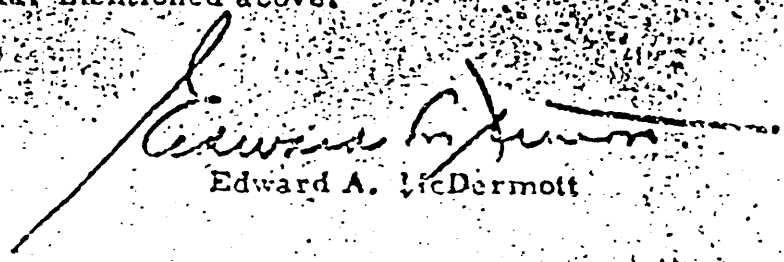
- (a) The readiness of your plans and procedures, including the action documents under Plans C and D-Minus; and

SECRET

SECRET

3

(b) Your capability to relocate a small cadre as indicated above and your plans for relocation under DEFCON 2 and DEFCON 1 conditions as described in the Office of Emergency Planning Circular mentioned above.


Edward A. McDermott

Attachment

SECRET

SECRET

INITIAL CADRE FIGURES FOR RELOCATION SITE PLANNING

| <u>AGENCY</u> | <u>OEP SPECIAL FACILITY</u> | <u>AGENCY SITE</u> |
|---------------|-----------------------------|--------------------|
| AGRIC | 3 | 3 |
| AEC | 3 | |
| BOB | 3 | |
| CLA | 3 | 3 |
| CAB | 3 | 3 |
| CSC | 3 | 3 |
| Commerce | 6 | 6 |
| CEA | 3 | |
| FCA | 3 | 3 |
| FAA | 3 | 4 |
| FBI | 3 | 4 |
| FCG | 3 | 3 |
| FDIC | 3 | 3 |
| FHLBB | 3 | 3 |
| FPC | 3 | 3 |
| FRS | 3 | 3 |
| GSA | 3 | 3 |
| HEW | 3 | 3 |
| HHFA | 3 | 3 |
| Interior | 5 | |
| ICC | 3 | 3 |
| Justice | 4 | |
| Labor | 3 | 3 |
| NASA | 3 | 3 |
| NSF | | 3 |
| NSC | 3 | 3 |
| PO | 3 | 3 |
| SEC | 3 | 3 |
| SSS | 3 | 3 |
| SBA | 3 | 3 |
| State | 7 | 6 |
| Treas | 3 | 3 |
| USIA | 3 | 4 |
| VA | 3 | |

SECRET

Copies to:

Honorable Orville L. Freeman, Secretary of Agriculture
Honorable Luther H. Hodges, Secretary of Commerce
Honorable Stewart L. Udall, Secretary of the Interior
Honorable Robert F. Kennedy, The Attorney General
Honorable W. Willard Wirtz, Secretary of Labor
Honorable Anthony J. Celebrezze, Secretary of Health, Education and Welfare
Honorable David E. Bell, Director, Bureau of the Budget
Honorable J. Edward Day, Postmaster General
Honorable C. Douglas Dillon, Secretary of the Treasury
Honorable Najcob E. Halaby, Administrator, Federal Aviation Agency
Honorable Robert C. Weaver, Administrator, Housing and Home Finance Agency
Honorable Rupert L. Murphy, Chairman, Interstate Commerce Commission
Honorable Glenn T. Seaborg, Chairman, Atomic Energy Commission
Honorable John W. Macy, Chairman, U. S. Civil Service Commission
Honorable Alan S. Boyd, Chairman, Civil Aeronautics Board
Honorable Bernard L. Boutin, Administrator, General Services Administration
Honorable William McC. Martin, Chairman, Federal Reserve System
Honorable Joseph P. McMurray, Chairman, Federal Home Loan Bank Board
Honorable George W. Lightburn, Chairman, Farm Credit Administration
Honorable Harold F. Linder, President, Export-Import Bank of Washington
Honorable Erie Cocks, Chairman, Federal Deposit Insurance Corporation
Honorable William L. Cary, Chairman, Securities and Exchange Commission
Honorable John E. Horne, Administrator, Small Business Administration
Honorable John S. Gleason, Administrator, Veterans Administration
Honorable Lewis B. Hershey, Director, Selective Service System
Honorable Newton Minow, Chairman, Federal Communications Commission
Honorable Edward R. Murrow, Director, United States Information Agency
Honorable A. J. Wagner, Chairman, Tennessee Valley Authority
Honorable Howard W. Habermeyer, Chairman, Railroad Retirement Board
Honorable James E. Webb, Administrator, National Aeronautics and Space Administration
Honorable Joseph C. Swidler, Chairman, Federal Power Commission
Honorable Alan T. Waterman, Director, National Science Foundation
Honorable Walter W. Heller, Chairman, Council of Economic Advisors

Information Copies to:

Honorable Dean Rusk, Secretary of State
Honorable Robert S. McNamara, Secretary of Defense
Honorable McGeorge Bundy, National Security Council
Honorable John A. McCone, Director, Central Intelligence Agency